

VRIS UPDATE

New Employee Set Up Effective 3/30/07 Number 69

SUMMARY OF UPDATES

The New Employee Set Up Process has been revised to include setting up iChat meetings in Meeting Maker between the new employee and Frank and Margy, and also sending a letter to the new employee regarding the iChat meetings. The other change requires the supervisor to fax the Employee Roster Information form to Cinda Wacker on the new employee's first day of employment.

VRIS POSTING

The revised New Employee Set Up Process is located at: VRIS: Program Manual Main Menu: Administration: Personnel: New Employee Set Up Process.

TEAM COMMUNICATION

Supervisors should share this information and review these processes with their respective personnel clerks responsible for processing this information.

LEADERSHIP CONTACT

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